

SY 2014-15 Program Updates  
Fresh Fruit and Vegetable Program Training Webcast  
September 2014

**Slide 1:**

Hello and welcome to the FFVP training: Program Updates for the 2014-15 school year. This training is directed to those of you who have been participating in the FFVP for the past several years. I'm Cindy Loechler, a PHN for the School Nutrition Team. Kathy Clark and I are the two coordinators for the FFVP in WI.

**Slide 2:**

This "Program Updates" module will focus on the updates and changes that will be implemented with the current 2014-15 school year.

In addition to this refresher webcast, there are four training modules for the FFVP. You are encouraged to view any or all that you feel would be helpful to you. Please encourage new and returning staff at your school with FFVP responsibilities to view the webcasts that would be helpful to them as well.

**Slide 3:**

Just to remind us what the FFVP is all about - it was developed as a way to create a healthier school environment by providing healthier food choices. It is designed to expand the variety of fruits and vegetables that children are exposed to in hopes that by doing so, children will increase their consumption of fruits and vegetables. The ultimate goal of the program is to make a difference in children's diets that results in a positive impact on their present and future health. We all know the health benefits associated with eating more fruits and vegetables, but those health benefits can't be realized if fruits and vegetables are not eaten.

**Slide 4:**

Of the \$174.5 million dollars allocated for the FFVP in school year 2014-15, Wisconsin is allocated to receive just over \$3.2 million dollars. This has allowed DPI to fund 178 schools in 64 districts that will reach over 63,000 elementary students.

**Slide 5:**

We continue to operate the FFVP under the proposed regulations that came out in February 2012 as well as the USDA handbook which has been around for a number of years now. The handbook is available on our website at the link on this slide. Please use this handbook as a reference throughout the school year and encourage new FFVP staff to read through the handbook and become familiar with it as it does address all basic regulations and requirements.

**Slide 6:**

Kathy and I have been reviewing the USDA regulations and found that some updates were warranted.

The first update for SY 2014-15 is that snacks must be served a minimum of two days per week. In the past we asked that snacks be served at least three times per week and this continues to be the recommendation for WI "Best Practices". A USDA study finds that most schools participating in FFVP do offer the f/v snack 3-5 times per week. However, each school participating in FFVP must decide how to spend the FFVP funds based on number of students being served, how many days per week and how many weeks the f/v snacks will be offered throughout the school year. The regulations state that the expectations are that the f/v snacks are offered for the entire school year so we encourage you to budget your funds to begin the program as early in the school year as possible and to continue it as long as

possible, hopefully to the end of May. Continued exposure to fruits and vegetables throughout the school year may reinforce the healthy habit of snacking on fresh fruits and vegetables.

The regulations are also very specific in stating that only classroom teachers directly responsible for serving snacks may role model this behavior by eating the snacks with the students. This eliminates snacks for other school staff such as administrators and principals and other non-students from sampling the fruits and vegetables offered at snack.

Please remind teachers that the snacks are to be eaten by the children during the school day and are not allowed to be taken home to eat later.

**Slide 7:**

As we review the monthly claims, we see many of you are finding many new and exciting fruits and vegetables to offer students in your school. This is great but please remember that only fresh fruits and vegetables may be served. If you are purchasing pre-cut fruits and vegetables, be sure there is nothing added that would change the natural flavor of the produce. Ascorbic acid is the only preservative allowed to prevent browning of cut up fruits.

If you decide to offer a cooked vegetable, you must cook it from the fresh state with no seasonings or preservatives added. This includes any oils, butter or margarine you may be thinking of adding to roast the vegetables. Remembering that the goal of the program is to introduce your students to the taste of fruits and vegetables may help us better understand this regulation. Perhaps, after you have had students taste the vegetables you could roast them and serve them as part of your lunch program. They would recognize them and be willing to select them at lunch. Serving a cooked vegetable would also require a nutrition education lesson at snack time pertaining to the vegetable being served.

**Slide 8:**

I'm sure you all are aware that dips and dressings are only allowed to be served with vegetables. Nothing should be offered with the fresh fruits that you serve. Just remember that any dips or dressings you offer must be low-fat or fat-free and the portion size should be no more than 2 tablespoons. We are also asking that you serve the dip on a very limited basis -- ideally, just with the vegetables students may be hesitant to try.

**Slide 9:**

Here is list of some of the items we have had questions about over the past several years. The list is not all inclusive. Remember that no frozen, canned, vacuum-packed, or dried fruits or vegetables are allowed. If you would like to serve dates, be sure they are fresh dates and indicate fresh dates on your monthly claim.

We have seen an increase in purchased prepared items such as fruit mixes, processed, "flavor-added" fruit items, salsas, etc. USDA does not allow most of these purchased items as many contain added ingredients that negate the concept of tasting fresh fruits and vegetables in their natural state. Again, if you are purchasing a pre-cut fruit mix, check the ingredient statement to ensure it contains nothing except the fruits and perhaps ascorbic acid. When including this fruit mix on the monthly claim, identify the fruits contained in the mix rather than stating mixed fruit. You are also encouraged to keep a copy of the label showing the ingredients so if Kathy or I ask for documentation to verify that it is an allowable cost to the FFVP you will be able to submit the label.

Although USDA has reversed the verdict regarding smoothies for the school lunch and breakfast programs, smoothies are still on the non-allowable list for FFVP regardless of whether they are purchased or made on site.

Raw sprouts are not allowed because of the risk of a food-borne illness due to contamination.

Other unallowable fruits and vegetables are coconuts, juice, edible flowers, and dried herbs.

Some examples of other Unallowable non-food items include yogurt with fruit, peanut butter, caramel sauce, and trail mix.

#### **Slide 10:**

Last year you may have noticed some changes to the online services screens. These enhancements were made to better separate food and non-food costs and to track how the FFVP funds are being spent.

Remember that at least 80% of your total grant award is to be spent on food costs. Allowable food costs include the cost of fresh fruits and vegetables as well as the “occasionally” used low-fat or fat-free dips/dressings.

Non-food costs can make up the remaining 20% of the total grant award. Included in this 20% is the cost for operating non-food supplies, operating labor, administrative costs for equipment and administrative costs for labor

**Operating non-food supplies** include expenses such as paper supplies such as napkins, boats, and portion cups, cleaning supplies, trash bags, gloves, and small equipment such as tongs, knives, food containers, etc. Operating non-food costs is now where we would like you to report any delivery charges or fuel surcharges you may be claiming.

**Operating labor** expenses include time and benefits for staff involved with the preparation, serving, and clean-up of the snacks. Time must be documented and the documentation must be maintained on-site for review during the Administrative Review process or if requested by Kathy or me during the monthly claim approval process.

**Administrative costs** are limited to a maximum of 10% of the total grant award for the year and include administrative labor and equipment.

**Administrative Labor** expenses include time and benefits for staff involved with planning, ordering, claiming and other financial aspects of the FFVP. It may be more challenging to document administrative labor, but documentation to support the time claimed for reimbursement is required.

**Admin costs** also include expenses for **Large equipment** – which is defined as any single item that costs \$250 or more. An Equipment Justification Form must be submitted to DPI for approval. Large equipment must be approved and purchased by December 31, 2014.

#### **Slide 11:**

We recently found out that unlike other federal grants, all expenses for the FFVP must be claimed within the 60 day claiming rule. This includes administrative labor costs. This is a change from past practice. I realize many of you that claim administrative labor are salaried and probably spend many more hours on FFVP than you claim, however for fiscal accountability, you will now need to claim administrative labor during the month accrued. In addition, you must maintain some form of documentation to support the hours being claimed for reimbursement. Perhaps this is through a time sheet where you log the time spent on FFVP duties or perhaps your payroll system tracks your time with a funding code for the FFVP. You can decide what documentation works best for you. Again, this documentation is maintained on site unless requested by Kathy or me during the monthly claiming approval process or during the AR being conducted in your SFA.

Occasionally things happen and you miss the 60 day claiming deadline. Please remember that a late claim for one month can be submitted every three years. Please contact Kathy or me if you find yourself in this situation and need to submit a late claim.

**Slide 12:**

In an effort to award FFVP funds to as many SFAs as possible this year, it was decided that no additional fund requests would be available. In previous years extra funds were requested for a variety of reasons but most often because the enrollment at the school had increased significantly since the application was submitted last spring. If you find you are in the situation where enrollment has increased and you are wondering how you will fund the FFVP for the school year, you may need to re-think how often snacks are offered. This is one of the reasons we decided to decrease the minimum number of serving days to 2 as included in the regulations rather than require that snacks be served a minimum of 3 days per week. If fiscally possible, 3 or more snacks per week would be wonderful, but you need to decide how to budget the funds for the school year based on numbers at your school.

At the end of SY 2013-14, almost \$140,000 of unused FFVP funds will be returned to USDA. Please plan and monitor your FFVP budgets throughout the school year to use as much of your funds as possible. Remember that budgets can be revised throughout the school year as needed, moving funds from one category to another. Remember, though, that at least 80% needs to be spent on food costs and up to 20% can be spent on non-food costs. If reviewing your FFVP budget in January you find that you have more than half of the grant award remaining, offer snacks more frequently and/or purchase more expensive fruits and vegetables. If you see you will not be using all the administrative labor costs that you have budgeted and it looks like you are running out of funds for fruits and vegetables, move the funds from admin labor to food. Unused funds at the end of the year may not only result in jeopardizing the selection of schools to participate in WI but also USDA may decrease the WI allocation for future years. The slogan “Use it or lose it” is a strong possibility so please “Use it” as best you can.

Earlier I indicated that the expectation of the FFVP is that fruit and vegetable snacks will be offered on a regular basis during the entire school year. With a whole year, now, to plan for this, please be aware that starting with the 2015-16 school year, all schools applying for and selected to participate in FFVP will be planning and serving f/v snacks from the beginning to the end of the school year. Therefore all applications for the 2015-16 FFVP grant will need to have a budget for allocation A.

**Slide 13:**

As you begin to focus on the 2014-15 FFVP remember that you are to promote this program in your school, district and community. Here are some of the most often used ways to promote FFVP. If you have other great ideas to promote FFVP, please let Kathy or me know so we can share them with other FFVP schools through the email messages we send out on a regular basis. If you haven't received one of our email FFVP messages, yet, please contact Kathy or me so we can add your name to the distribution list.

Costs for promotion or nutrition education is still not allowed with FFVP funding so check out our nutrition education web page for lots of free materials. The Team Nutrition web page also has some great resources. If you haven't checked out the “Great Garden Detective” or “Dig In” that TN developed, you are encouraged to do so. The Dept of Health Services still has the “Got Veggies?” and “Got Dirt?” resources available and the best news of all is that the resources are free!

**Slide 14:**

Another resource for free nutrition education materials is WI Farm 2 School. The WI Farm to School Toolkit for School Nutrition Directors is a great resource if you are interested in using local growers. This toolkit has been recently updated and can be downloaded from the Center for Integrated Agricultural Systems web site listed on this slide. In addition to providing information on locating and purchasing local foods to incorporate into your program, the toolkit has information to promote Farm 2 School as well as nutrition education materials from a variety of resources.

**Slide 15:**

Just recently the WI Medical Society Foundation announced another round of grants to help public elementary or middle level schools in WI start or enhance a school garden. Grants will range from \$500 to \$2000 each. If you are interested in learning more about these school garden grants, more information is listed on our WI Child Nutrition Programs Grant Opportunities web page. Don't wait too long, though, as the applications must be postmarked by October 20, 2014.

**Slide 16:**

Most of the previous slides addressed the updates for the 2014-15 FFVP. These were based on regulation requirements. As always, if you have any questions or concerns about these updates or the FFVP in general, please do not hesitate to contact Kathy or me.

The next couple of slides contain benchmarks we would like all participating FFVP schools in WI to strive towards meeting. Many of you are already meeting most of these "WI Best Practices" – and I congratulate you. You all are encouraged to pick one or two of the benchmarks that you would like to work on this year to take your FFVP to the next level.

**Slide 17:**

If you have found some great partners in your community to collaborate with, please share your successes with Kathy or me and we will share them with everyone through the email messages we send. WI was one of the first states in the US to pilot the FFVP so we have known for many years now how successful this program is in helping our students realize that fruits **and** vegetables actually taste pretty good. We are helping them develop healthy eating habits that will make a difference in their diets and ultimately result in a positive impact on their present and future health.

OK – time to review. The next three slides contain a question about the materials covered in this FFVP Program Updates for SY 2014-15 webcast. Please select the correct answer to each question. You will need to select a correct answer before you will be able to proceed.

**Slide 18:**

Program Updates – Quiz Question #1

**Slide 19:**

Program Updates – Quiz Question #2

**Slide 20:**

Program Updates – Quiz Question #3

**Slide 21:**

This concludes the FFV Program Updates for SY 2014-15. You are encouraged to watch and/or share the additional FFVP training videos with staff at your school who you feel would benefit from the information. If you would like to have documentation in your FFVP file here at DPI that you completed this and/or other training webcasts, please complete the Training Webcasts form found on the FFVP web page and fax it in.

Again, if you have any questions, please direct them to Kathy or me.

Thank you for viewing this web cast and for your continued support of Wisconsin students by participating in the FFVP.

Have a great FFVP school year!

**Slide 22:**

Non-discrimination statement